

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 1 August 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #31
26 July through 1 August 1956

25 YEAR RE-REVIEW

1. SIGNIFICANT ITEMS

Intelligence Techniques #1 started on Monday, 30 July, with 29 students and one auditor. In addition to 28 JOT's, FDD has sent a representative; the auditor is from the Plans and Policy Staff, OTR.

OTHER ACTIVITIESa. Basic Orientation

(1) The special briefing for JOT's on the Intelligence phase of Basic Orientation ended on Friday, 27 July. This one-week session was quite successful.

(2) The draft of the proposed announcement for Intelligence Orientation has been coordinated with the School of International Communism, and the announcement and Catalog descriptions of the two phases have been sent to D/TR for review prior to publishing.

(3) The painting and general refurbishing of the R&S Auditorium was started on 27 July.

b. Reading Improvement

(1) After further discussion with Messrs. [REDACTED] ten hours of training in scanning techniques is planned for the projected OCR Analysts' Training Program. The reading training will be given two hours a day for five days. The first group of section chiefs will take the course 13-17 August.

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(3) Ten JOT's received the Reading Improvement briefing on 24 July.

c. Orientation and Briefing

(1) On Thursday, 26 July, the CIA Introduction Program was conducted for 51 persons.

(2) On Friday, 27 July, an extra CIA Introduction Program was conducted for 67 persons in order to accommodate the influx of new personnel.

(3) On Tuesday, 24 July, the tenth Departmental Briefing was conducted for 65 people from State, Navy, Air Force, NSA, and USIA; also on 24 July the 26th CIA Review Program was conducted for 39 people. Mr. [redacted] Security Officer/TR, and Miss [redacted] of the Intelligence Training staff assisted during both these programs.

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(4) C/OB presented a lecture at the Marine Air Reserve Training Command at Cherry Point, N. C., on 25 July. A separate report on this presentation has been forwarded through channels.

(5) Mr. [redacted], FI Operations Division, will give the "Bon Voyage" statement at the Dependents' Briefing Program to be held on 6 and 7 August.

d. Clerical Training

(1) During the week of 23 July there were 152 people in Clerical Induction Training and 50 in Clerical Orientation. Normally, the third day of Clerical Orientation is given only to clerk-stenographers and clerk-typists; however, because of the number of title changes among the trainees, the Interim Assignment Section has requested that the clerks also receive this third day of instruction. This necessitates breaking the class into groups and teaching an extra class on Thursday. This plan will probably be followed during the entire peak-load period.

(2) The results from official Agency tests administered to Entrance-on-Duty employees for the week of 23 July are as follows: Of 5 people tested in shorthand, 2 qualified; of 19 tested in typing, 9 qualified.

e. Instructor Training

Nothing to report.

f. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

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25X1 (1) [] FE Training Officer, talked with []
25X1 [] on 31 July about the possibility of a special management
presentation in FE. The idea is still highly tentative and at this
stage it is uncertain whether the program would involve Branch levels
alone, or would start with Division officers. Management Training has
indicated willingness to go along with the FE Division in every way
possible in laying plans, but with limits set by our small staff and
by prior commitments to OSI and ORR. We outlined several possible
25X1 alternatives as to content, timing, and location for [] to carry
back for further discussion with FE personnel.

(2) Basic Supervision #22, an extra presentation of the course
for senior Intelligence Officers, began on 30 July. As usual with this
grade level (GS 12-14), the majority of the class members are from the
DDI: 3 from OO/FDD, 3 from OSI, 3 from ORR, 3 from OCI, and 2 from
OCR. Security, Commo, and FE/PP are represented by one member each.

25X1 (3) To assist in developing future plans, [] is making an
analysis of past enrollments by office of origin. The study, a "market
analysis," has already shown a number of significant facts about the
use of Basic Management by the Agency; for example, that coverage of
ORR supervisors is nearly complete; coverage in the DD/S is mediocre;
and that the enrollment from DD/P has been predominantly by support
types, and not (excepting the two SR programs) line supervisors. When
complete, the analysis will be sent on to C/IS.

h. Administrative Training

25X1 (1) On 24 July []
25X1 [] Supply Division, Office of Logistics, to discuss a new procedure
for property clearances for personnel leaving Headquarters for PCS,
or leaving the Agency as a result of resignation. A memorandum will be
25X1 prepared by [] for the signature of the Director of Logistics
and sent to the Director of Personnel, outlining the necessary action to
be taken by both Offices.

25X1 (2) On 25 July [] briefed six JOT's on Personnel Services.

25X1 (3) [] of Logistics inquired about continuing cable
coverage for Logistics personnel. Two possibilities were presented for
consideration: (1) that Logistics personnel audit the cable coverage
in Operations Support and (2) that a cable lecture and problems be
included in the Logistics Course. The latter would probably serve
Logistics better because emphasis could be placed on Logistics' own
cable problems.

25X1 (4) The Tradecraft Manual was used by [] as assigned
25X1 reading and a basis for discussion with students in the [] Course.
25X1 [] will forward to this office the students' written comments
on the Manual and its use in the course.

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(5) The Case Officers Finance Handbook still has not been cleared for publication. It is noted for the record that the draft of this Handbook was completed on 13 December.⁴⁵⁵ Representatives of the Area Divisions to whom it was submitted for review were immediately favorable in their reactions, as were representatives of the Comptroller, and the general view was expressed that this was a practical, useful guide which should be published. Its subsequent history in the process of formal clearance seems somewhat prolonged, and leads us to speculate on the probable fate of the Personnel and Logistics guides which have been prepared in draft in the meantime.

i. Intelligence Training

Nothing to report.

3. PERSONNEL NOTES

25X1 A son, [] was born to [] on 26 July.

25X1 [] of the Intelligence Training staff is on annual
25X1 leave for one week. While she is away, [] is
25X1 assisting in the administration of the Intelligence Techniques course.

[] of the BOC staff is with FI/RI for one month to
work on a special project.

25X1 [] is on annual leave for two weeks.
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